

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

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Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Daniel Stapelkamp

Employing Office/Committee: Senator Robert Menendez

Travel Expenses Paid by (List all sources): Woodrow Wilson International Center for Scholars

Travel Date(s): May 29th to June 1st, 2018

Description/Title of Attached Forms: Private Sponsor Travel Certification Form

Purpose of Amendment (describe the reason for amending original submission):

Was missing from the original package

8/1/2018
(Date)

Daniel Stapelkamp
(Signature of Traveler)

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Private Sponsor Certification - Page 1 of 4

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☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The trip is wholly organized by the Wilson Center. The Carnegie Corporation of New York provides funding to the Foreign Policy Fellowship Program but played no role in selecting participants, choosing the destination or planning the itinerary. The Legislative Affairs team of DHS assisted with the itinerary.

- See attached sheet.**

[illegible]

- See attached sheet.**

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See attached sheet.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$186 per person round-trip in coach on Amtrak Train	\$219 per night (\$657 total for 3 nights)	\$74 per day (\$259 total for 3 1/2 days)	
<input type="checkbox"/> Actual Amounts.	\$262 per person for passenger van for 3 days transportation to and from site visits			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attached sheet.

19. Name and location of hotel or other lodging facility:

Stewart Hotel, 371 7th Ave, New York, NY 10001

20. Reason(s) for selecting hotel or other lodging facility:

This hotel was selected because of its proximity to Penn Station and many of our site visits. Further, we had previously used this hotel and thus had existing relations and were given below the government rate.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses are in line with the maximum rates set for official Federal Government Travel by the GSA.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be traveling to NYC in coach by rail. Once in NYC, participants will travel to and from site locations in a passenger van on 5/29, 5/30 & 5/31. The site visits on June 1st are within walking distance.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: Aaron Jones, Director of Congressional Relations

Name of Organization: Woodrow Wilson International Center for Scholars

Address: 1300 Pennsylvania Ave, NW, Washington, DC 20004

Telephone Number: 202-691-4140

Fax Number:

E-mail Address: aaron.jones@wilsoncenter.org